

U.S. Environmental Protection Agency Tribal Resource Conservation Funds 2009 Request for Proposals

Agency Name: U.S. Environmental Protection Agency (EPA), Region 9

Funding Opportunity Name: Tribal Resource Conservation Funds

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA-R9-WST7-09-004

Catalog of Federal Domestic Assistance Number: 66.808

Overview

The U.S. Environmental Protection Agency Region 9 is soliciting proposals to fund projects that address solid waste reduction and management. Funds will be awarded pursuant to Section 8001 of the Resource Conservation and Recovery Act ("RCRA"), 42 U.S.C. §6981. Funding will be in the form of cooperative agreements and/or grants. Funds will be awarded to applicants carrying out projects that serve the lands in Indian Country belonging to over 140 federally recognized tribes which fall under EPA Region 9's geographic area of Arizona, California, Hawaii, and Nevada. **Only Tribes and Tribal Consortia are eligible to submit proposals for this Tribal Resource Conservation Funds announcement.**

The aim of this funding is to support innovative ideas with the goal of fostering positive change. Projects may include studies, surveys, investigations, demonstrations, training, and public education programs. All demonstration projects must demonstrate applications, technologies, methods, or approaches that are new, innovative, or experimental. A demonstration project that is carried out through a routine or established practice is not eligible for funding. This solicitation and additional EPA Region 9 Solid Waste and Pollution Prevention Program funding information is available on the Internet at:

<http://www.epa.gov/region09/waste/solid/funding.html>

Under this announcement, EPA Region 9 anticipates awarding approximately 3 to 5 cooperative agreements or grants ranging in size from \$20,000 to \$50,000 for these projects totaling approximately \$200,000.

No Matching funds are required. However, if an applicant would like to propose voluntary matching funds in their proposal, the applicant may do so, but will be legally obligated to provide the voluntary match if the applicant receives the award (See Section III for further details).

Important Dates:

February 20, 2009 -- Proposals must be postmarked or submitted to Grants.Gov by 5 PM Pacific Standard Time.

March 20, 2009 -- Initial approvals identified and sponsors of projects selected for funding will be requested to submit a formal application package.

April 20, 2009 -- Application and workplan due.

September 30, 2009 – Awards made no later than this date.

The above dates (other than the February 20, 2009, submission date) are anticipated dates and may be subject to change.

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Tribal Resource Conservation Funds

2009 Request for Proposals

EPA-R9-WST7-09-004

Full Text of Announcement

I. Funding Opportunity Description

Funds will be awarded pursuant to Section 8001 of the Resource Conservation and Recovery Act (“RCRA”), 42 U.S.C. §6981. The purpose of the Tribal Resource Conservation Funds program is to preserve and restore land by using innovative waste management practices and by reducing the risks posed by releases of harmful substances. Projects may include studies, surveys, demonstrations, training, and public education programs. All demonstration projects must demonstrate applications, technologies, methods or approaches that are new, innovative or experimental. A demonstration project that is carried out through a routine or established practice is not eligible for funding.

Funds will be awarded to applicants carrying out projects that serve the lands in Indian Country belonging to over 140 federally recognized tribes which fall under EPA Region 9's geographic area of Arizona, California, Hawaii, and Nevada.

This program supports EPA’s strategic goal of land preservation and restoration. These grant programs fund Region 9 priorities listed below. This funding opportunity links to EPA’s Strategic Plan through sub-objective 3.1.1: Reduce Waste Generation and Increase Recycling. It also supports EPA’s strategic goal of promoting environmental compliance and stewardship, referenced in Objective 5.2. Improve Environmental Performance Through Pollution Prevention and Innovation. For more information see: http://www.epa.gov/ocfo/plan/2006/entire_report.pdf

Region 9 – Program Priorities for Proposals submitted for the Tribal Resource Conservation Funds:

Tribes and Tribal Consortia seeking funding under the Tribal Resource Conservation Funds should address, in an innovative way, one or more of the following goals and priorities in their proposals:

- Provide funding for projects that create innovative and culturally appropriate tribal solutions to barriers to sustainable tribal integrated solid waste management programs, including market research or feasibility studies for recycling and composting programs.
- Develop tribal Integrated Solid Waste Management Plans.
- Promote green building principles in tribal residences and facilities, including greening tribal casino operations.
- Attend, host, or provide solid waste management training. Training could include, but is

not limited to: household hazardous waste management training, transfer station operations and management training, training on getting community and tribal government buy-in for solid waste management projects, Freon removal training, etc.

- Improve compliance with solid waste management codes and ordinances. Projects could include, but are not limited to, developing a tribal enforcement program, developing tribal solid waste codes/ordinances, developing a program for a circuit rider code enforcement officer for a specific geographic area, providing training on open dumping enforcement mechanisms, or organizing a code development course.
- Reduce the burning of residential waste (trash) through outreach, education, ordinance development and enforcement, provision of alternative solid waste disposal methods, or other innovative approaches.
- Conduct training, demonstrations, and public education programs related to solid and household hazardous waste management strategies, including zero waste programs, recycling, composting, or other waste reduction programs, that are protective of human health and the environment.
- Promote the development of cleanup, closure, and post-closure programs for open dump waste sites on tribal lands through the development of planning documents and dumping prevention and enforcement programs. **Grant funds cannot pay for cleanup or construction costs.**

Environmental Results--Outputs and Outcomes for Proposals submitted for the Tribal Resource Conservation Funds:

Pursuant to EPA Order 5700.5, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant and cooperative agreement recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

- **OUTPUTS:** The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.
- **OUTCOMES:** The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes from this program include, but are not limited to the following:

- increase the amount of material being recycled or composted

- increased understanding of waste being generated in the community through a waste characterization study
- reduction in burning of waste through the development of waste disposal alternatives
- increased technical capacity of tribal environmental staff by attending solid waste related trainings

Anticipated outputs from this program include:

- educational and outreach materials developed for the community
- development of an integrated waste management plan
- development of a recycling feasibility study for the community

To estimate the anticipated outputs and outcomes of your proposal, EPA encourages you to refer to the Measurement Fact Sheet at:

http://www.epa.gov/region09/funding/rcra_measurements.html

II. Award Information

Under this announcement, EPA Region 9 anticipates awarding approximately 3 to 5 cooperative agreements or grants ranging in size from \$20,000 to \$50,000 totaling approximately \$200,000.

A cooperative agreement is a type of grant. Under a cooperative agreement, EPA provides financial assistance and is substantially involved in the project. While EPA's role will vary from project to project, EPA expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, such involvement may include but is not limited to: reviewing and approving project phases, reviewing and approving provisions within proposed subgrants and contracts, collaborating with the recipient on the scope of work and mode of operation of the project, closely monitoring the recipient's performance, approving any proposed changes to work plan and/or budget, approving qualifications of key personnel, and reviewing and commenting on reports prepared under the assistance agreement.

An applicant may submit more than one proposal if the proposals are for different projects.

All projects should have an anticipated start date of October 1, 2009. Proposed project periods may be up to two (2) years.

Selected applicants may be offered funds in an amount less than the proposal requests. In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

Funding for these projects is not guaranteed and is subject to the availability of funds. EPA reserves the right to reject all proposals and make no awards under this announcement.

III. Eligibility Information

Applicant Eligibility

Proposals will only be accepted from Federally recognized Indian Tribes and Tribal Consortia.

Threshold Eligibility

In addition to the applicant eligibility criteria described above, proposals must also meet the following threshold criteria. Failure to meet any of the following criteria in the proposal submission will result in disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days from the date of the finding that the applicant was not eligible for award consideration based on the threshold criteria.

1. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.
2. In addition, proposals must be received by the proposal deadline as specified in Section IV of this announcement. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration. Applicants should confirm receipt of their proposal with Nancy Sockabasin (sockabasin.nancy@epa.gov or (415) 972-3772) as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
3. Proposals submitted via fax or through email (this does not include proposals submitted through grants.gov) are NOT eligible and will not be reviewed or considered.
4. Scientific research projects are ineligible for funding.
5. Solid and Hazardous Waste cleanups are ineligible for funding.

Funding Restrictions

a) The following are ineligible costs:

- purchase of capital equipment (e.g., trucks, tractors, front-loaders, etc.)
- construction costs or construction planning costs
- acquisition of land costs or interest in land costs
- subsidy for the price of recovered resources costs.

b) Management fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms

of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

No matching funds are required. However, if an applicant would like to propose voluntary matching funds in their proposal, the applicant may do so, but will be legally obligated to provide the voluntary match if the applicant receives the award.

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match, applicants must meet their matching/sharing commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority.

IV. Proposal and Submission Information

a. General Information: Only Tribes and Tribal Consortia are allowed to submit proposals.

All proposals must be formatted for 8 1/2" x 11" paper using no smaller than 11 point font with 1" margins, single spaced. A page equals one side of paper. Hard copy submissions should be submitted on recycled content paper and should be double-sided to reduce waste.

Proposals are limited to 10 pages; excess pages submitted with proposals will not be reviewed or considered. Both the SF 424 and SF 424A **do not count towards the page limitation.**

Proposals that do not substantially comply with the following format are NOT eligible and will not be reviewed or considered. Email and fax submissions are NOT eligible and will not be reviewed or considered.

Step 1-- Contents of Proposal

There is a 10-page limit. Please note that the information below is required no matter what the mode of submission is used, grants.gov or hardcopy.

1. Applicant's name, primary contacts, address, phone and fax numbers, and e-mail (if available).
2. Background information about lead organization, and other participants/partners. Background should focus on experience related to the project proposal and grant management abilities.
3. Summary of the project. In addition to describing the purpose of the project and how it will be implemented applicants must describe how the project relates to Region 9 priorities.

4. Project goals and objectives:
 - What you will achieve?
 - What the project impact will be?
 - Whom the project will benefit?
 - How you plan on determining the project's effectiveness?
 - What is your plan for tracking and measuring the project results, how will such results be measured and how will that relate to environmental improvements, specifically outputs and/or outcomes as described in Section I of the announcement?
 - Does the project address the evaluation criteria in section V?
5. Project budget
 - Estimated project budget. Estimates should be made for personnel, travel, supplies, contracts, and any indirect costs.

6. Environmental Results Past Performance: Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

7. Programmatic Capability: Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

The proposal package *must* also include the following materials:

Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. Both the SF 424 and SF 424A **do not count towards the two-page limitation**.

Both SF 424 and SF424A can be downloaded from www.grants.gov or by calling the Region 9 Grants Management Office at (415) 972-3702.

Proposals must be postmarked by (5:00 pm PST) February 20, 2009 and must be submitted through either grants.gov or hard copy submission.

Submission of proposals:

Applicants may choose to apply under this announcement in *one of two ways*. If you wish to apply with a hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under “Electronic Application” below. EPA encourages applicants to submit their proposal materials electronically through <http://www.grants.gov>. Please do not submit a proposal using both methods.

1. Hard Copy Submissions

Proposal materials submitted via US mail or commercial delivery service: Proposals must be postmarked by 5:00 p.m. pacific standard time **February 20, 2009**. **Proposals postmarked after this due date will not be considered for funding**. The original and one copy of your proposal must be submitted to the address below:

Nancy Sockabasin, Tribal Resource Conservation Funds Proposals
U.S. Environmental Protection Agency
75 Hawthorne Street (WST-7)
San Francisco, CA 94105

2. Electronic Submissions

All proposal packages must be electronically stamped via Grants.gov.

Proposals must be electronically stamped by **February 20, 2009, 5 pm PST**. Applications submitted via Grants.gov **after** this due date and time will **not** be considered for funding.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. **Note that the registration process may take a week or longer to complete.** If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Refer to **Attachment A** for further information regarding applying through <http://www.grants.gov>.

b. Confidential Business Information:

It is recommended that confidential information **not be** included in your proposal. However, if confidential business information is included, it will be treated in accordance with 40 CFR Part 2. In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, competitive proposals are considered confidential and protected from disclosure prior to the completion of the competitive selection process..

c. DUNS: All applicants applying for funding must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instructions for obtaining one at the following website: <http://fedgov.dnb.com/webform>. A DUNS number may also be obtained by calling 1-866-705-5711.

d. Proposal Communications and Assistance:

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

e. Contracts and Subawards:

1. Use of Funds for Subawards/Subgrants, Contracts, and Partnerships

EPA awards funds to one eligible applicant as the recipient even if other eligible entities are named as partners or co-applicants or members of a “coalition,” “consortium,” or “partnership.” The recipient is accountable to EPA for the proper expenditure of funds. If a successful applicant intends to use EPA assistance agreement funds to purchase goods or services under the assistance agreement, such applicants must compete the contracts for those goods and services and conduct cost and price analyses to the extent required by the procurement provisions of 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant

compensation. **While applicants are not required to identify contractors or consultants in their proposal, if they do so it does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that costs incurred for such contractor/consultant will be eligible under the assistance agreement.**

NOTE: Applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the proposal based solely on the firm's role in preparing the proposal.

Successful applicants may award subgrants (also referred to as subawards) of financial assistance to fund partnerships under the EPA assistance agreement provided the recipient complies with applicable requirements for subgrants/subawards, including those contained in 40 CFR Parts 30 or 31, as appropriate. Subgrants/subawards do not have to be competed; **however, successful applicants cannot use subgrants/subawards to avoid requirements in EPA grant regulations for competitive procurement by using subgrants/subawards to acquire commercial services or products from for-profit organizations.** EPA will not be a party to subgrant/subaward agreements.

2. Consideration of Proposed Subawardees/Subgrantees and Contractors during Proposal Evaluation

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- a. An applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants;
- b. An applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive procurement standards in 40 CFR Parts 30 or 31, as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

V. Application Review Information

a. Evaluation Criteria

Proposals will be evaluated and scored by reviewers using the criteria listed below. Each proposal may receive up to 100 points.

1. Proposal Evaluation Criteria (100 points):

1. Project Description/Goals (10)

Describe a priority environmental problem(s) or the environmental significance of the issues involved with the project, including a clear description of goals and tasks, realistic timelines/budget. Describe how you intend to meet one or more of the objectives listed under the Program Goals listed in Section I.

2. Project Benefits/Impacts (30)

Describe the project benefits/impacts (e.g., how the project will use innovative methods to achieve results, how partnerships will be formed as a result of the project, how the project implements successful models from other areas, how the project will become self-sustaining after beyond EPA funding and how the results of the project can be transferred to other tribes for incorporation into their programs,,

3. Leveraging (10)

Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.

4. Measurability of Project Results (30)

Describe how you will achieve environmental results and the expected outcomes/outputs identified in Section I. In addition, you will be evaluated on your plan for tracking and measuring progress towards achieving the expected outcomes/outputs identified in Section I of this announcement.

5. Past Performance and Programmatic Capability (20)

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:

- (a) (4 points)** past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years;
- (b) (4 points)** history of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and

relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements;

(c) (4 points) extent and quality to which you adequately documented and/or reported on your progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether you adequately documented and/or reported why not.

(d) (4 points) organizational experience and plan for timely and successfully achieving the objectives of the proposed project;

(e) (4 points) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items a, b, and c above), will receive a neutral score for those elements of this criterion

b. Review and Selection Process:

A panel comprised of EPA Region 9 staff and management will review proposals against the threshold eligibility factors in Section III. Those proposals that are deemed eligible will then be evaluated and ranked by the panel against the proposal criteria stated above. An EPA review panel will score each final proposal. The review panel will submit its finalist recommendations to the Regional selection official who will consider the review panel rankings and recommendations and in addition may consider the following factors: 1) the geographic distribution of funds, 2) the distribution across the priority funding categories. See Section I for tribal funding priorities. Selected applicants will be notified and requested to submit a final application.

VI. Award Administration Information

If your proposal is selected for funding, you will need to complete a formal application, including a detailed workplan, for federal funding. An application kit containing financial and administrative forms and general information on Federal grants can be obtained at: <http://www.epa.gov/region9/funding/applying.html>.

Receipt of an application kit is not a guarantee of funding, nor is it an authorization to begin performance on the selected project. Deadlines must be met and the application and work plan must be approved by EPA for funding to occur.

Regulations governing the award and administration of this grant program can be found at 40 CFR Part 30 (for institutions of higher learning, hospitals, and non-profit organizations) and 40

CFR Part 31 (for States, Tribes, and local governments). Regulations may be viewed at <http://www.epa.gov/ogd/grants/regulations.htm>.

All costs incurred under this program must be allowable under the applicable Code of Federal Regulation (formerly Office of Management and Budget (OMB) Cost Circulars): 2 CFR 225 (formerly A-87) for States and local governments, or 2 CFR 230 (formerly A-122) for nonprofit organizations. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements, or contracts).

In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant's or grantee's own risk.

Non-profit Administrative Capability: Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, "EPA Grant Management Training for Non-Profit Applicants and Recipients." One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>.

Quarterly project status reports and Financial Status Reports will be required. Quarterly reports should describe project activities and provide the EPA Project Officer with information about project development. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds.

Disputes: Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed below.

Data Access and Information Release: The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

Other Information

Please refer to the Resource Conservation Funds Frequently Asked Questions at http://www.epa.gov/region09/funding/rcra_faq.html or call (415) 972-3772 for additional information and/or questions.

For examples of projects funded in past years please see:

<http://www.epa.gov/region09/waste/solid/projects/tribal.html>

For other EPA funding opportunities:

<http://www.Grants.gov>

VII. Agency Contacts

Tribal Resource Conservation Funds:

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Please refer to the Tribal Resource Conservation Funds Frequently Asked Questions at http://www.epa.gov/region09/funding/rcra_faq.html or call (415)972-3772 for additional information and/or questions.

For examples of projects funded in past years please see:

<http://www.epa.gov/region09/waste/solid/projects/tribal.html>

For additional information about measurement, please see our Measurement Fact Sheet at:

http://www.epa.gov/region09/funding/rcra_measurements.html

For other EPA funding opportunities:

<http://www.Grants.gov>

Attachment A

Grants.gov Proposal/Application Instructions For Announcement Number EPA-R9-WST7-09-004

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Apply for Grants” on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the compatible Adobe viewer and obtain the proposal package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version** (Adobe Reader applications are available to download for free on <http://www.grants.gov/>). For more information on Adobe Reader, visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-R9-WST7-09-004, or the CFDA number 66.808, in the space provided. Then complete and submit the application package as indicated. **You may also be able to access the application package by clicking on the “Application” button at the top right of the synopsis page for this announcement on <http://www.grants.gov/> (to find the synopsis page, go to <http://www.grants.gov/> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).**

Grants.gov Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than February 20, 2009 by 5:00pm PST.

If you have any questions regarding Grants.gov, please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to <http://www.epa.gov/region9/funding/rfps.html> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection

Agency.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal/Work Plan/Project Proposal,

The proposal package *must* include all of the following materials:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

Application Preparation and Submission Instructions

Documents I through III listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory

Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY09 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 09 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY09 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>.

Proposal packages submitted thru grants.gov will be time/date stamped electronically.